

Signs and Messages

- o Post signs in highly visible locations at the entrance areas for employees and customers to properly wear masks upon entry and re-entry.
- o Require customers and vendors to sign in the visitor log prior to entry. The log includes the date, time, name and phone number of each customer and vendor.
- o Post signs in highly visible locations at the restroom areas for employees and customers to properly wash hands.
- o Placing posters in key areas to promote behaviors that prevent spread of COVID-19 when communicating with vendors, staff and customers.

Masks

- o Must require masks prior to entry for all employees, customers and vendors.
- o Must require all employees and vendors to wear masks at all times.
- o Employees and vendors should avoid touching their masks once they are on their faces.
- o Employees and vendors should wash their hands with soap and water for at least 20 seconds after touching masks on their faces.
- o Must require customers to wear masks when not eating or drinking or when physical distancing is difficult.

Physical Distancing

- o Limit the number of customers in the bar based on percent occupancy and follow local guidance on gathering requirements.
- o Must provide physical guides, such as tape on floors or sidewalks and signage, to ensure that individuals remain at least 6 feet apart.
- o Must mark distances of 6 feet for customers waiting for ID check.
- o Must maintain 6 feet between tables.
- o Staff will need to actively monitor and inform customers of the health and safety guidelines. The bar has the right to refuse service to anyone exhibiting symptoms or not following guidelines.
- o Must remove barstools at the bar or other locations where drinks are made and served unless the bar can maintain 6 feet between the bartender(s) and customers while ordering.
- o Must remove all self-service items (e.g., napkins, utensils, glassware, menus, condiments, food). If paying by cash or credit, consider having customers place the money or card on a tray.
- o Must regularly clean high touch surface areas such as counters or hard surfaces between use. If pens or any equipment are used, employees should disinfect between uses and/or encourage customers to use their own pens.
- o Must regularly disinfect liquor bottles, pour stations, taps, ice scoops, etc. • Use disposable cups if feasible.
- o Consider placing lost and found items in a clear, sealed bag.
- o Consider additional health and safety protocols to regularly clean and disinfect games, pool tables, dart boards, and other areas that have high-touch surfaces similar to bingo halls and game room guidelines. If bars keep these activities open, please provide disinfectant and encourage all patrons to clean before and after each use and keep game equipment behind the bar until reserved.

- o For live music, ensure there is ample distance (6 foot minimum) between musicians and customers.
- o Encourage outdoor seating as much as possible, if available.

- Communal Spaces

- o Must stagger employee use of shared spaces and require mask use at all times, except for eating, drinking or smoking.
- o Must limit any sharing of food, tools, equipment, or supplies by staff members.
- o Must limit the number of people in shared spaces at one time.
- o Must have each person disinfect the shared space after each use.

- Hand Hygiene and Respiratory Etiquette

- o Must provide hand-sanitizers or stations at the front of the bar and throughout the establishment.
- o Consider placing signage on tables to show that they have been disinfected after previous customers.
- o Must require every employee to properly wash hands before, during, and after service. Must require every employee to properly wash hands after touching garbage, using the bathroom, taking breaks, or after coughing or sneezing. Employees should always wash their hands with soap and water for at least 20 seconds. Employees should avoid touching their eyes, nose, and mouth unwashed hands. Encourage employees to cover coughs and sneezes with a tissue (or use the inside of their elbow).
- o If soap and water are not readily available for handwashing, use hand sanitizer that contains at least 60% alcohol.
- o Must ensure adequate supplies (e.g., paper towels, tissues, disinfectant wipes, masks).

- Cleaning and Disinfection

- o Must clean and disinfect frequently touched surfaces (e.g., door handles, cash registers, workstations, sink handles, bathroom stalls) at least daily, and as much as possible.
 - o Must clean shared objects (e.g., payment terminals, tables, countertops/bars, receipt trays, condiment holders) between each use.
 - o Must disinfect each table, chair and bar areas, and partitions (if any) after each customer or use.
 - o Must develop a schedule for increased routine cleaning and disinfection.
 - o Must use cleaning and disinfection products that meet EPA disinfection criteria and that are appropriate for the surface. Allow the disinfectant to remain on the surface for the contact time recommended by the manufacturer and follow the directions on the label or safety data sheet. When cleaning and disinfecting, wear appropriate personal protective equipment. Establish a disinfection routine and train staff on proper cleaning timing and procedures to ensure safe and correct application of disinfectants.
- Ensure that cleaning or disinfecting product residues are not left on table surfaces, which can cause allergic reactions or ingestion of chemicals.

- o Must ensure safe use and storage of disinfectants to avoid food contamination and harm to employees and other individuals.
 - o Consider placing hand sanitizer on each table and place a sign on tables encouraging all customers to wash their hands or apply hand sanitizer.
 - o Consider alternatives like a menu board or phone app.
- Ventilation
 - o Consider improving the ventilation and air-conditioning (HVAC) system, if feasible.
 - o Check filters to ensure they are within service life and appropriately installed.
 - o Consider running the HVAC system at maximum outside airflow for 2 hours before and after occupied times.
 - o If allowable, encourage outdoor use.
 - o Get fresh air to the customers and staff and properly utilize ventilation systems. Maximize fresh air through your ventilation system.
 - o If fans such as pedestal fans or hard mounted fans are used in the bar, take steps to minimize air from fans blowing from one person directly at another individual. If fans are disabled or removed, employers should remain aware of.
- Health & Safety of Employees and Guests
 - o Consider conducting employee temperature screening and wellness checks before each shift.
 - o Evaluate your employee's health regularly and encourage them to stay home if they are sick (e.g., high temperature, flu-like symptoms). HIPAA guidelines and other laws should be followed at all times. Educate and communicate with employees regarding symptoms, protocols for reporting to work and procedures should they come into close contact with a person under investigation with COVID-19. Require employees who have come into close contact with a person under investigation with COVID-19 to get tested, stay at home and monitor symptoms. Contact DPHSS should an employee or employees test positive for COVID-19 for contact tracing. Develop policies for return-to-work after COVID-19 illness. Monitor absenteeism of employees, cross-train and create an on call roster. Train all employees in safety actions.
 - o Notifying staff, customers, and the public of business closures, and restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
 - o Communicate to the employees and customers what the bar is doing to mitigate the spread of COVID-19 (e.g., disinfection routine, health & safety guidelines, closure due to COVID-19 positive). Platforms for communication could include websites, reservation processes, hand-outs, and outdoor signage.
 - o Continually monitor local and federal guidelines for changes in recommendations
 - o Continually monitor and improve operational controls for cleaning, disinfection, workspace modifications, and physical distancing.
 - o Consider rotating or staggering shifts to limit the number of employees working at the same time.
 - o Designate a staff person or manager who is responsible for COVID-19 management and concerns. All staff members should know who this person is and how to contact them